FREQUENTLY ASKED QUESTIONS (FAQs)

USER REGISTRATION

1. Who can register and create an account with EIGIS?

Only the designated Program/Project Leader, who holds a permanent plantilla position and is authorized by their Head of Agency, can register with EIGIS and submit a proposal.

2. How do I register with EIGIS?

To register with EIGIS, download and complete the prescribed **Authorization Form** template with all necessary details, and then obtain approval from your Head of Agency.

Once you have the signed Authorization Form, proceed to register on EIGIS by clicking *Register* at the top of the homepage. Fill out the form and type the same email and details provided in the Authorization Form. You will be prompted to upload a copy of the signed Authorization Form. Please ensure that the file is in .pdf, .jpeg, .jpg, or .png format.

As part of the registration process, the Program/Project Leader will need to make certain declarations, including confirming specific information about the agency and proposal to be submitted for the 2024 Innovation Grants.

Please ensure that the information provided in the signed authorization form matches exactly with the details encoded into the EIGIS such as the email address where we will send the result of your account registration within three (3) working days.

3. How do I submit a proposal?

Only proposals submitted though EIGIS will be accepted. Proposals submitted through any other platform will not be honored.

To submit a proposal, log in to your EIGIS account and go to *Create Proposal*. Fill out all the required fields in Forms 1, 2 and 3. Ensure that all necessary and accurate information is provided in the Forms and *Undertaking* sections.

You may choose to *Save as Draft* if you are not ready to submit or select *Submit as Final* to officially submit your proposal. Once submitted as final, the proposal will undergo screening and evaluation. You will receive a confirmation email upon receipt. After final submission, no further changes, revisions, or uploading of supporting documents will be allowed, even if the deadline has not yet passed.

It is highly recommended to prepare and save a local file with all the data to be encoded in EIGIS. This will make encoding easier and help prevent data loss in case of technical issues. Editable local files of the forms can be accessed and downloaded through this link: **Template of Application Forms**.

4. How many user accounts can an agency register?

The agency has the discretion to authorize additional Program/Project Leaders as needed, depending on the number of proposals it intends to submit. Please note that only the designated Program/Project Leader is authorized to create and submit a proposal in EIGIS. However, one Program/Project Leader may submit multiple proposals.

5. What if I can't find my agency from the list in the registration form?

If your agency is not listed in the options on the registration form, select the appropriate *Type of Government Office* from the dropdown menu, then choose either *Other Local State University* or *Other Local University or College* from the list of agency names. If neither option is applicable, please send us a message via the *Contact Us* section in EIGIS.

ELIGIBILITY

1. Who can apply to the 2024 Innovation Grants?

The following entities are eligible to apply for the 2024 Innovation Grants:

a) National Government Agencies (NGAs), including their attached agencies, regional offices, and operating units;
b) Local Government Units (LGUs), including Local Universities and Colleges (LUCs);
c) State Universities and Colleges (SUCs); and
d) Government-Owned and -Controlled Corporations (GOCCs).

However, they must also meet additional requirements, such as the ability to issue an Official Receipt for the receipt of funds, as specified in **Section VI of the NEDA-DBM JMC No. 2024-01**.

2. Can private entities or individuals apply for the 2024 Innovation Grants?

Private sector entities or individuals are not eligible to apply for the 2024 Innovation Grants. However, they may participate as partner entities in the proposed program/project, provided that their names and the nature of the partnership are disclosed in the designated section of the application form.

Furthermore, proposals involving commercialization must identify a private enterprise or partner that commits to adopting, utilizing, or employing the innovative product, service, or technology to be funded.

On the other hand, it must be noted that for those with an identified private enterprise or partner, proponents of the program/project must ensure that the private enterprise or partner's incorporators, organizers, directors, or officers are

not agents of, or related by consanguinity or affinity up to the fourth civil degree, to the implementing entity officials and project team members.

3. **Can barangays and DepEd schools submit a proposal?**

Yes, barangays and DepEd schools may submit a proposal. However, they may not qualify due to additional requirements outlined in Section VI of the NEDA-DBM JMC No. 2024-01. In cases where these requirements are not met, proposals can be submitted through their respective provincial or municipal/city governments, or central offices or parent agencies. It is important to note that in such cases, the Program/Project Leader must come from the corresponding LGU or parent agency.

4. **Are there specific qualifications for the Program/Project Leader?**

Yes, as stated in **Section VI of the NEDA-DBM JMC No. 2024-01**, the designated Program/Project Leader:

a) Must be a Filipino citizen of legal age;
b) Must hold a permanent or regular position and not due to retire during the period of implementation;
c) Must not have been found guilty of administrative or criminal case, including those under appeal; and
d) Must not be an agent of or related by consanguinity or affinity up to the fourth civil degree to NEDA officials and technical staff authorized to process and/or approve the proposal, Memorandum of Agreement (MOA), and process the release of funds.

PROPOSAL SUBMISSION

1. **When is the deadline for submission of proposals?**

The deadline for submitting proposals is on 31 October 2024 (Thursday), at 11:59 PM Philippine Standard Time.

2. **What types of programs or projects may qualify for innovation grants?**

There are four (4) types of programs, activities, and projects that may qualify for innovation grants, which are as follows:

a. Pre-commercialization, Commercialization, or Diffusion of Innovations;
b. Innovation Facilities and Services;
c. Innovation Culture Promotion and Capacity Building; and
d. Innovation Policy and Administration

Proponents may combine elements from each type as they deem relevant. We highly recommend that proponents review the specific subtypes for each category, along with the corresponding and/or recommended expected outputs, as detailed in **Annex A of NEDA-DBM JMC No. 2024-01**. Only the types of programs,

activities, and projects specified in the said document will be allowed and/or qualify for the 2024 Innovation Grants.

Note that any proposal that includes any form of investment, such as, but not limited to money market placements, time deposits, real property and motor vehicle purchases, or any other financial investments, will not be permitted and may be grounds for disapproval.

3. **Is there a limit to the number of proposals an agency can submit?**

No, there is no limit to the number of proposals an agency can submit. However, it is highly recommended that the Head of Agency track and ensure that all proposals submitted have received clearance from management and will be supported by the agency for implementation should one, more, or all of them be approved.

4. **Is there a limit to the amount of project funding that can be proposed?**

No, there is no limit to the amount of project funding that can be proposed, as long as the requested amount is properly justified and outlined in the proposal, particularly in Form 3: Work and Financial Plan. However, the final approved budget may still be subject to negotiation based on the assessments of the NIC-ETB and NIC Secretariat, considering factors such as approved program/project components, timelines, and other relevant components.

5. **What is the allowed program/project duration of implementation for the 2024 Innovation Grants, and can a multi-year program/project proposal be submitted?**

The allowed duration for program/project implementation may exceed one (1) year. However, if the proposal is approved, the final implementation timeline may still be subject to negotiation based on the assessments of the NIC-ETB and NIC Secretariat, considering factors such as the approved budget and other relevant components. Therefore, multi-year program/project proposals can be submitted, but the final implementation timeline will depend on further negotiations after approval of the proposal.

6. **Can two (2) or more agencies submit a joint proposal and partner with each other in implementing a project?**

Yes, two (2) or more agencies can submit a joint proposal and partner with each other for implementation, provided that the primary proponent is an eligible public entity with a proven record of accomplishments and an established reputation in designing, developing, implementing, and monitoring innovation programs, activities, or projects. Furthermore, to avoid duplicative proposal submissions and to assign primary accountability, there should only be one lead agency serving as the primary proponent.

7. **Can a public entity endorse a program/project to be implemented by a private entity?**

No, public entities may not endorse a program or project to be implemented by a private entity. Private entities or individuals are not eligible to serve as the implementing entity. However, they may participate as partners. The overall implementation of the program or project, including the management of approved funds, must be carried out by the proponent.

8. **Can I change the indicated and pre-filled** *Type of Government Office* **and/or** *Proponent Name* **in Form 1: Grants Application Form in EIGIS?**

The type of government office and the name of the proponent agency are automatically pre-filled in Form 1 based on the information provided by the authorized user during registration. Any changes are subject to review and approval by the NIC Secretariat. For requests to change your type of government office and/or proponent name, please send a message with the necessary details through the *Contact Us* section.

9. **What are the additional requirements needed to submit together with the Form 1: Grant Application Form?**

The proponent is required to attach a copy of the Curriculum Vitae or Personal Data Sheet of the Program/Project Leader. Furthermore, the proponent may choose to submit technical drawings or other supporting documents related to the proposal. It is also highly recommended that the proponent include their most recent agency scorecard or any proof of compliance with performance and reporting standards, such as the Transparency Seal, ISO Quality Management System, FOI, Citizen's Charter, etc. (if available).

On the other hand, for proposals under *Innovation Facilities and Services*, particularly those involving the **refurbishment and enhancement of physical facilities**, it is recommended that the proponent submit a copy of the Transfer Certificate of Title for the land where the facilities will be refurbished and/or enhanced. A certification from the proponent or implementing entity may also be provided, confirming that the site is free from any impediments, such as informal settlers, property ownership disputes, natural obstructions (e.g., mountains), or right-of-way issues. Should the proposal be approved, these documents will be required for submission.

10. **Can we submit the same or a similar proposal to what we submitted last year, but with recent edits or enhancements?**

Yes, you may submit the same or a similar proposal, provided that it does not constitute double funding, wherein the same activity for the same set of beneficiaries is funded more than once using public funds. Furthermore, please ensure that the proposal is allowed and aligns with the types of programs, activities, and projects outlined in **Annex A of NEDA-DBM JMC No. 2024-01**.

11. **Can we submit proposals that have already been submitted to other funding agencies but have not yet been approved?**

Yes, it is allowed since it does not constitute double funding at this stage. However, we discourage forum shopping, which refers to a situation where a proponent submits the same proposal to two or more funding agencies. If the proposal is approved by multiple agencies, the NIC Secretariat will require full disclosure to avoid double funding. If an agreement cannot be reached, the proponent will be asked to choose only one source of funding for the same proposal.

12. **Can we still apply for the 2024 Innovation Grants if we have already been a recipient of the 2022 and/or 2023 Innovation Grants?**

Yes, you are still eligible to apply for the 2024 Innovation Grants. However, you must first be cleared of all physical and financial accountabilities from your previous programs/projects. You are required to submit the following:

a) Certification from your chief accountant that previous funds received from NEDA have been liquidated, post audited, and recorded in the books; and
b) Certification from NEDA confirming that your agency has no outstanding physical or financial accountabilities from previously completed projects.

On the other hand, for ongoing programs/projects under the 2023 Innovation Grants, the proponent must ensure that all required reports, including those for the latest quarter, have been submitted.

13. **How long does the evaluation process take?**

The evaluation process takes an estimated two (2) to three (3) months until the issuance of the notice of acceptance/award.

14. **How can I track the status of my application?**

Once you **Submit as Final** your proposal, a confirmation email and proposal code will be sent in the registered email of the Program/Project Leader and Head of Agency. Use the proposal code in the **Track** section of EIGIS for updates on the status of your proposal submission.

All qualified proposals will undergo the evaluation process as outlined in Section IX, Item B, and **Annex B of NEDA-DBM JMC No. 2024-01**. Proponents of shortlisted proposals may be invited to discuss their proposals during the deliberation of the NIC Executive Technical Board. Official results will be sent to all email addresses indicated in the submitted Form 1: Grant Application Form.