



OCT 08 2024

TAPI Administrative Order No. 010  
Series of 2024

**Subject: REVISED GUIDELINES FOR INTERNATIONAL FILING OF INTELLECTUAL PROPERTY APPLICATIONS AND THEIR CORRESPONDING COUNTRY APPLICATIONS**

**Section 1. General Overview**

The Expanded International Property Rights Assistance Program (E-IPRAP) under the Department of Science and Technology - Technology Application and Promotion Institute (DOST-TAPI) provides technical and financial support to promote the international protection of Filipino innovations. This program is critical for securing intellectual property (IP) rights, facilitating global commercialization, and enhancing the competitiveness of technologies developed by DOST Research and Development Institutes (RDIs) and other stakeholders. The revised guidelines are issued under **TAPI A.O. No. 006**, Series 2024, and pursuant to **DOST A.O. No. 011**, Series of 2020, and outline procedures for obtaining assistance under E-IPRAP.

**Section 2. Program Description**

This Program is a spinoff of the Intellectual Property (IP) Rights Assistance Program (IPRAP) of the Department of Science and Technology - Technology Application and Promotion Institute (DOST-TAPI). E-IPRAP will expand local coverage of IPRAP to provide a comprehensive support for the filing of international IP protection and their corresponding country-specific applications.

In order to support the possible commercialization of DOST-generated research products in foreign markets, there is a need to protect their respective IP in those target jurisdictions. Whether the IP is in the form of patents, utility models, industrial designs, or trademarks, these research products shall be also prepared for possible negotiation and against potential blocking patents or IP's.

**Section 3. Objectives:**

DOST-TAPI, recognizing the principles that fairness and equity demands that everyone in society whether male or female has the right to achieve their full potential, realizes the need to provide varying support to men and women inventors, innovators and researchers in protecting IP assets. This Program will impact on the strength and enforceability of Filipino inventions at the international level to further advance Science and Technology (S&T) in the country and boost economic development.



## **On Gender Equality Goals and Outcomes**

1. Enhanced gender responsiveness in the entire operation of the Institute to ensure that services are participatory, fair, empowering and sustainable; and
2. Enhanced equal opportunity principles of men and women inventors, innovators, and research beneficiaries of the Program for attaining their full potential and enable them to become effective contributors to development.

## **On the Program Proper**

1. To provide quality service to male and female Filipino inventors or their respective entities in their application for international IP protection.
2. To provide financial, technical and consultancy services relative to IP protection outside of the Philippines.
3. To augment international IP filings and IP protection in the Philippines that would contribute to improving the Global Innovation Index (GII) ranking of the country.

## **Section 4. Definition of Terms**

1. **Expanded International Property Rights Assistance Program (E-IPRAP):** A DOST-TAPI initiative that provides financial and technical assistance to qualified Filipino applicants in filing international intellectual property applications, enabling the protection of Filipino inventions, innovations, and designs in various jurisdictions.
2. **International Filing:** The process of applying for intellectual property protection (patents, trademarks, industrial designs) in multiple countries, either through the Patent Cooperation Treaty (PCT), Madrid Protocol, or Hague Agreement, or directly with national IP offices
3. **IP Audit:** A comprehensive evaluation of an organization's IP portfolio to assess its value, risks, and alignment with business strategy. It helps identify gaps, opportunities, and areas for further protection.
4. **Freedom to Operate (FTO) Search:** A legal assessment conducted to determine whether a product or process can be commercialized in a particular jurisdiction without infringing on existing patents or IP rights held by others.
5. **National Phase Application:** The stage of the international filing process where applicants file for IP protection in specific countries after the international filing stage.
6. **Grants-in-Aid (GIA) Program:** A funding mechanism under DOST that provides financial assistance for research and development projects, including those related to IP protection, as governed by DOST A.O. No. 011, Series of 2020.

7. **Project-Based Assistance:** Assistance granted on a per-project basis, aimed at covering the costs associated with conducting IP Audit and Freedom to Operate Search as well as international IP filings for a specific invention, technology, trademark or design.

## **Section 5. Eligibility Criteria**

### **For General Applicants:**

- DOST - Research and Development Institutions (RDIs)
- TECHNICOM grantees; and
- SGF grantees.

### **For Post-Filing Assistance:**

- Previously assisted PCT/NPE applications by DOST-TAPI, regardless of whether the applicant is an RDI or TECHNICOM-funded, provided they meet other eligibility requirements.

## **Section 6: Coverage of Assistance**

Under this Program, assistance shall cover the following technical, financial, and consultancy services, including:

### **1. Professional Fees:**

- IP audits, technology assessment, prior art and trademark search/analysis, and other specialized searches.
- Pre-screening and post-filing assessment of intellectual property applications.
- Development of commercialization plans and conducting market potential research.
- IP valuation and other professional services related to international filing.
- Costs associated with filing Patent Cooperation Treaty (PCT) applications and post-filing activities, including:
  - Responding to formality reports or requirements.
  - Requesting the International Search Report (ISR).
- Converting PCT applications into National Phase Entry (NPE), including:
  - Claiming priority at the PCT or NPE level,
  - Substantive examination requests,
  - Responses to formality requirements, and
  - translation services.
- Coverage of one (1) technical staff (for DOST-RDIs) for IP management activities.

### **2. Government Fees:**



- Related to filing of PCT and NPE applications, including fees for substantive examination requests.
3. The professional and government fees associated with the prosecution of the country-specific IP application shall be reimbursed through this Program.

*Note: Funding is subject to the availability of TAPI GIA funds and alignment with the national research and development priorities.*

## **Section 7: Project-Based Assistance Activities**

Under the revised guidelines, E-IPRAP adopts a project-based assistance framework for DOST-RDIs, allowing them to independently manage their IP-related activities:

1. **Funding Allocation:** DOST-TAPI downloads funds directly to the RDI, enabling them to fund specific IP activities such as IP audits, FTO searches, international filings and any other related activities.
2. **Flexibility:** RDIs are empowered to use the financial assistance provided by E-IPRAP based on their unique needs, including outsourcing searches, obtaining legal counsel, and filing in specific countries.
3. **Monitoring and Reporting:** RDIs must provide progress reports and justifications for fund utilization, as required under DOST-TAPI's project-based financial management system.

*Note: Funding under project-based assistance is subject to the availability of financial resources. Each project is assessed on its merit, and the extent of financial support provided is determined based on the overall availability of funds.*

## **Section 8: Requirements for Assistance**

8.1 For regular (non-project-based) assistance, the following documents must be submitted:

1. **Request Letter** (Annex A4): A formal letter addressed to DOST-TAPI requesting assistance under E-IPRAP. The letter should clearly outline the scope of assistance needed, such as prior art search, IP filing, or other international IP protection needs.
2. **Technology Disclosure Form** (Annex B4) detailing the technology and its IP status
3. **Proof of Filing:** A copy of the local IP application with the IPOPHL. This is required as a prerequisite for international filings under PCT or other IP regimes.
4. **Search Report and Written Opinion** (if available) from the IPOPHL: The document provides a preliminary assessment of the novelty and patentability of the invention.
5. **International Search Report** (if applicable): For applications filed under the Patent Cooperation Treaty (PCT), provide the International Search Report



(ISR) and any other preliminary opinions or documents received during the PCT process.

6. **Photocopy of government-issued ID of the applicant/s:** An updated photocopy of a valid government-issued identification document (ID) of the applicant(s) or authorized representative(s) for identity verification.
7. **Secretary's Certificate (for Corporation or Company based Applicants):** A Secretary's Certificate is a certification and a proof that the applicant is being authorized to transact and avail the financial assistance of this Program.
8. **Data Privacy Consent Form (Annex D):** A signed and completed data privacy consent form authorizing DOST-TAPI to collect, store, and process the applicant's personal information in accordance with data protection laws.
9. **Business Model Canvas or Commercialization Plan (optional but recommended):** An initial business model canvas or commercialization plan for the target international markets, particularly in countries of interest. This document should include key information on how the applicant intends to commercialize the IP abroad, including market strategies, partners, and revenue models.
10. **Market Research Canvas or Proof of Foreign Market Potential (Annex E):** A filled-up Market Research Canvas or any proof of foreign market potential for commercialization activity in international markets, particularly in the countries of interest. This may include market entry strategies, competitive analysis, or customer validation data.

8.2 For project-based assistance, RDIs must submit:

1. **Project Proposal (Annex F),** detailing the IP-related activities for which support is being sought (e.g., FTO searches, international filings, IP audit)
2. **Work Plan (Annex F)** outlining timelines and specific activities
3. **Line-Item Budget (Annex F),** indicating projected costs for each IP-related activity, prepared according to templates provided by DOST-TAPI

8.3 For applicants who have existing Patent Cooperation Treaty (PCT) or National Phase Entry (NPE) applications that have previously received assistance from DOST-TAPI, the following documents must be submitted:

1. **Request Letter (Annex A5):** A formal letter addressed to DOST-TAPI requesting further assistance, detailing the specific needs (e.g., legal representation, examination fees, government fees, etc.) for the ongoing prosecution of the PCT/NPE applications.
2. **Proof of Previous Assistance:** Documentation or reference to the previous assistance provided by DOST-TAPI for the PCT/NPE application(s), including financial support or technical assistance.
3. **Updated Prosecution Status:** A report detailing the current status of the PCT/NPE application(s), including any developments, ongoing examinations, office actions, or communications from the relevant patent office(s)
4. **Legal and Professional Fees Invoices:** Invoices for legal representation, government fees, and other professional services incurred during the prosecution of the PCT/NPE application. These should clearly indicate the costs for which reimbursement is being sought.



5. **Examination Fee Receipts:** Copies of official receipts for any examination fees or other official fees paid during the prosecution of the patent application in the national phase countries.
6. **Photocopy of government-issued ID of the applicant/s:** An updated photocopy of a valid government-issued identification document (ID) of the applicant(s) or authorized representative(s) for identity verification.
7. **Secretary's Certificate (for Corporation or Company based Applicants):** A Secretary's Certificate is a certification and a proof that the applicant is being authorized to transact and avail the financial assistance of this Program.
8. **Market or Commercialization Plan:** If applicable, a brief report or plan on the intended commercialization or licensing strategy for the technology, particularly focusing on the target countries of the NPE application.

### **Section 9: Reports and Consideration**

To ensure accountability, transparency, and effective use of resources, beneficiaries of the Program are required to comply with the following:

1. **Progress Reports:** Beneficiaries of E-IPRAP are required to submit regular progress reports on the status of their international IP applications.
2. **Post-Filing Obligations:** Successful applicants may be required to share commercialization results with DOST-TAPI and may receive additional support in marketing or technology transfer.

When engaging with E-IPRAP, beneficiaries and stakeholders should consider the following important factors:

1. **Deadlines:** International applications are subject to strict deadlines, especially under the PCT and Madrid Protocol, usually within 12 months of the local filing.
2. **Renewal Fees:** While DOST-TAPI may cover the initial filing costs, applicants are generally responsible for renewal fees once protection is granted.
3. **Changes in Ownership or Licensing:** Any changes in ownership or licensing of the technology must be reported to DOST-TAPI to ensure compliance with program requirements.

### **Section 10: Withdrawal of Support**

The Program reserves the right to withdraw financial or technical support at any time during the period of assistance. This action may be taken for any of the following reasons, including but not limited to:

1. **Lack of Funds:** Insufficient funding available to sustain the assistance program.
2. **Falsification of Documents:** Discovery of falsified documents, claims, or supporting data submitted by the applicant.



3. **Submission of Erroneous Information:** Intentional submission of incorrect or misleading information by the applicant.
4. **Non-Submission of Required Documents:** Failure to provide any required documents or information as specified in the **Section 8: Requirements for Assistance**, within fifteen (15) working days from receipt of the official communication requesting such information.
5. **Lack of Cooperation:** Insufficient cooperation from the applicant or grantee towards DOST-TAPI or its authorized agent, based on a formal report by the iPRAP Program Manager or the assigned agent.
6. **Withdrawal of IP Application:** Withdrawal of the intellectual property application by the applicant without a valid reason and without prior approval from DOST-TAPI.
7. **Non-Payment of Annuities:** Failure to pay required annuities associated with the IP applications that will cause withdrawal or forfeiture of the same without prior notice or approval from DOST-TAPI.
8. **Self-Filing Initiatives:** Initiation of self-filing of IP applications by the applicant while pending approval of its application under this program.
9. **Non-Filing of Approved IP Applications:** Failure to file IP applications in the countries previously approved under the program.
10. **Unauthorized Conversion of Applications:** Conversion of a priority application or a national phase application without prior approval from DOST-TAPI.
11. **Applicant's Request for Withdrawal:** Withdrawal of support at the request of the applicant.
12. **Conduct Prejudicial to DOST-TAPI:** Any actions by the applicant that are deemed detrimental to the mandates and objectives of DOST-TAPI.
13. **Non-Compliance with Reporting Requirements:** Failure to submit necessary reports, such as financial statements or progress updates, in a timely manner.
14. **Misuse of Funds:** Evidence of improper use of financial support, including unauthorized expenditures.
15. **Abandonment of IP Applications:** Failure to actively pursue international protection for the IP, such as not entering the Non-Patent Examination (NPE) phase within the specified timeframe.
16. **Violation of Program Guidelines:** Any breach of the provisions outlined in TAPI A.O. 006 or DOST A.O. No. 011, Series of 2020.

*Note: Depending on the gravity of the reason, DOST-TAPI may consider requiring the applicant to refund the full amount of the assistance, institute legal action, and may deny the applicant any assistance under any of its programs in the future.*

### **Section 11: Promotional Conditions**

To promote the innovations supported under the E-IPRAP, the following conditions apply:

1. **Acknowledgment of DOST-TAPI Support:** Beneficiaries must acknowledge the financial and technical assistance of DOST-TAPI in their IP filings, commercialization efforts, or publications relating to the protected technology.

commercialization successes, with DOST-TAPI for inclusion in public reports or promotional materials.

**Section 12. Effectivity**

The revised guidelines are effective immediately upon approval and issuance. These guidelines apply to all new applications under the E-IPRAP program and remain in force until amended or replaced by a subsequent administrative order.

Any previous guidelines, circulars, or memoranda inconsistent with these revised guidelines are hereby superseded. The revised guidelines shall take effect immediately upon posting in the Official TAPI website.

Taguig City, Philippines, \_\_\_\_\_, 2024.

  
**ATTY. MARION IVY D. DECENA, CESO III**  
Director



Date: \_\_\_\_\_

**ATTY. MARION IVY D. DECENA, CESO III**

*Director*  
Technology Application and Promotion Institute  
DOST Complex, General Santos Avenue  
Bicutan, Taguig City

Dear **Atty. Decena**,

I/We would like to formally request assistance under the Expanded International Property Rights Assistance Program (E-IPRAP) for the following services:

- Intellectual Property (IP) Audit**
- Freedom to Operate (FTO) Search in designated countries**
- International Filing Assistance:**
  - Trademark International Filing
  - PCT Filing of corresponding Local Patent Application(s)
  - NPE Application in designated countries
- IP Valuation**
- Others (please specify):** \_\_\_\_\_  
\_\_\_\_\_

In compliance with the requirements for this Program, we have attached the following documents for your review:

- Duly accomplished Technology Disclosure Form (Annex B4)
- Data Privacy Consent Forms, duly accomplished by all parties (Annex D)
- Proof of Filing of Local Application(s)
- Business Model Canvas or Commercialization Plan (optional but recommended)
- Preliminary Market Intelligence Report or Market Research Canvas (Annex E)
- Search Report and Written Opinion from IPOPHL (if available)
- International Search Report (if available)
- Photocopy of the government-issued IDs of the applicant(s)

Thank you.

Yours truly,

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Info: \_\_\_\_\_

Email: \_\_\_\_\_



Date: \_\_\_\_\_

**ATTY. MARION IVY D. DECENA, CESO III**

*Director*

Technology Application and Promotion Institute  
DOST Complex, General Santos Avenue  
Bicutan, Taguig City

Dear **Atty. Decena**,

I/We would like to formally request assistance under the Expanded International Property Rights Assistance Program (E-IPRAP) for the following services:

- International Post-Filing Assistance** for the:
  - Filed PCT Application with:  
PCT Application No.: \_\_\_\_\_  
PCT Filing Date: \_\_\_\_\_
  - Filed NPE Application in \_\_\_\_\_ (Country)  
NPE Application No.: \_\_\_\_\_  
NPE Filing Date: \_\_\_\_\_

In compliance with the requirements for this Program, we have attached the following documents for your review:

- Proof of Previous Assistance
- Updated Prosecution Status
- Legal and Professional Fees Invoices
- Examination Fee Receipts
- Market or Commercialization Plan
- Photocopy of the government-issued IDs of the applicant(s)

Thank you.

Yours truly,

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Info: \_\_\_\_\_

Email: \_\_\_\_\_



## Annex B4 - Technology Disclosure Form (International Filing)

This TDF is the primary requirement of the Technology Application and Promotion Institute (DOST-TAPI) to evaluate requests for financial and/or technical assistance in applying for intellectual property rights (IPR) protection, in particular for International Filing. Please tick the appropriate boxes and fill all information in block and legible letters. If there is a need for reference to fill this form, a concise guide is available for use. This Form may be reproduced but not modified.

### 1. Applicant's Information:

School ( ) Company/Corporation ( ) RDI ( ) Government ( )

<b>Name of Institution</b>			
<b>Complete Address</b>			
<b>Focal Person</b>		<b>Designation:</b>	
<b>Contact No.</b>		<b>Email:</b>	

Individual ( )

<b>Name of Applicant</b>		<b>Gender:</b>	
<b>Complete Address</b>			
<b>Contact No.</b>		<b>Email:</b>	

*For multiple applicants, please fill up the supplemental sheet (as attached)*

### 2. Local IP Information

<b>PH Application No.</b>		<b>Filing Date</b>	
<b>Filed Title</b>			

*Please include the proof of filing bearing the PH application number and filing date in the submission*

### 3. Application Information:

<b>Target Industry</b>	
<b>Unique Advantage</b>	

Potential Market (List at least 5 countries of choice and state the reason)

Country	Reason for Choice	Initial Efforts

*Please attach additional documents if necessary.*

### 4. Certification of Applicant or Applicant's Representative:

- a. Under the pain of fraud or perjury, the above information and attached documents are true and correct to the best of my knowledge.
- b. All names appearing in the list are true and are the actual applicant(s) and that nobody is either excluded or inappropriately included for this application.
- c. The guidelines of DOST-TAPI's Expanded Intellectual Property Rights Assistance Program and its Supplementary guidelines shall be fully respected and shall be fully agreed that this application may be rejected if found to be compliant or may be withdrawn due to lack of cooperation of the applicant(s). Applicant(s) shall also abide by all policies of the TAPI.

<b>Name and Designation:</b>	<b>Signature and Date:</b>
------------------------------	----------------------------



**Annex B4 - Technology Disclosure Form  
(International Filing)**

**SUPPLEMENTAL SHEETS:**

**Applicant's Information:**

Individual ( ) School ( ) Company/Corporation ( ) RDI ( ) Government ( )

<b>Name of Institution</b>		
<b>Name of Individual</b>		<b>Gender:</b>
<b>Complete Address</b>		
<b>Focal Person</b>		<b>Designation:</b>
<b>Contact No.</b>		<b>Email:</b>

Individual ( ) School ( ) Company/Corporation ( ) RDI ( ) Government ( )

<b>Name of Institution</b>		
<b>Name of Individual</b>		<b>Gender:</b>
<b>Complete Address</b>		
<b>Focal Person</b>		<b>Designation:</b>
<b>Contact No.</b>		<b>Email:</b>

Individual ( ) School ( ) Company/Corporation ( ) RDI ( ) Government ( )

<b>Name of Institution</b>		
<b>Name of Individual</b>		<b>Gender:</b>
<b>Complete Address</b>		
<b>Focal Person</b>		<b>Designation:</b>
<b>Contact No.</b>		<b>Email:</b>

Individual ( ) School ( ) Company/Corporation ( ) RDI ( ) Government ( )

<b>Name of Institution</b>		
<b>Name of Individual</b>		<b>Gender:</b>
<b>Complete Address</b>		
<b>Focal Person</b>		<b>Designation:</b>
<b>Contact No.</b>		<b>Email:</b>

Individual ( ) School ( ) Company/Corporation ( ) RDI ( ) Government ( )

<b>Name of Institution</b>		
<b>Name of Individual</b>		<b>Gender:</b>
<b>Complete Address</b>		
<b>Focal Person</b>		<b>Designation:</b>
<b>Contact No.</b>		<b>Email:</b>

## ANNEX D - DATA PRIVACY CONSENT FORM

We at the Technology Application and Promotion Institute are committed to provide you with the services involving application and promotion of science and technology pursuant to Executive Order No. 128 and RA 7459 while implementing safeguards to protect your privacy and keep your personal data safe and secure.

### Processing of Personal Data

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, and the like, may be used for (1) evaluation of the proposal; (2) monitoring of the approved project; (3) sending notifications/updates; and (4) other similar activities, in connection to the current project and the succeeding projects that the Data Subject may have with TAPI. Said information will also be shared within DOST System for the purpose of informing and/or inviting the data subject to any other events, promotions, proposals, and other activities of DOST System. Further, said information will be shared within and used by DOST System for statistics purposes.

### Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected.

Only authorized personnel are permitted and have access to the collected information who will treat any

confidential information under strict confidentiality. In case of breach, TAPI shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management.

Personal information collected are stored and later on disposed of via shredding and permanently deleted in our electronic files in accordance to R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

### Rights of the Data Subject

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by TAPI as well as to access, object, rectify, and block the same. For questions or concerns, you may contact our Data Protection Officer through the following details:

(02) 837 2071 local 2162  
info@tapi.dost.gov.ph

*I have read this form, understood its contents, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.*

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)



## ANNEX E - Market Research Canvas

<p><b>Product</b>          Product features? (Size, quality, varieties, gluten free, organic etc.)          Product benefits? (Health benefits, convenience, nutrition etc.)          How does the product or service fill a buyer's need?</p>	<p><b>Market Segment</b>          What are the trends in the market?          How is the market segmented?</p>	<p><b>Consumer Lifestyles</b>          Who are your customers on a personal level?          What are their habits and preferences?          Indicate consumer segments</p>	<p><b>Value Proposition &amp; Positioning</b>          What are the potential holes in the market?          Are there known problems in the market?          What does market concentration look like?</p>	<p><b>Pricing and Payment</b>          How much are consumers willing to pay?          Where do consumers make purchases?          What are the preferred methods?</p>
<p><b>Market Size</b>          What is your total maximum market for your specific area?          Example: Total revenue sales of bar soaps in Asia is worth USD 350B.</p>	<p><b>Competitors</b>          Where are they located?          What are their key target markets? What is their market share? What are their unique selling points, competitive differentiators?          How do they advertise and promote?          How is our product similar?          How is our product different?</p>	<p><b>Consumer Demographics</b>          What demographics will you target?          How many people fit that range?          Where do they live?</p>		<p><b>Marketing Methods</b>          How do consumers want to be reached?          What devices do they own?          Which do they prefer?</p>
<p><b>Goals (Licensing or Startup)</b></p>				

(Note: Please submit per technology)

**ANNEX F - PROJECT PROPOSAL**  
*(For RDIs Only)*

**I. COVER PAGE**

<b>Program</b>	Expanded Intellectual Property Rights Assistance Program (E-IPRAP)		
<b>Project Title</b>	[Insert the title of the project]		
<b>Proponent</b>	[Name of Research and Development Institution (RDI)]		
<b>Contact Information (Proponent)</b>			
<b>Address</b>	[Address of RDI]		
<b>Phone No.</b>	[Contact number]	<b>Mobile No.</b>	[Contact number]
<b>Email</b>	[Active email address]	<b>Website</b>	[website]
<b>Contact Information (Project Leader)</b>			
<b>Name</b>	[Name of Project Leader]		
<b>Designation</b>	[Designation of Project Leader]		
<b>Mobile No.</b>	[Contact number]	<b>Email</b>	[Active email address]
<b>Date of Submission</b>	[Date]	<b>Project Duration</b>	[Program Duration - 1 year]

**II. EXECUTIVE SUMMARY**

This project aims to secure international intellectual property (IP) protection for the technology/ies generated/developed by [Name of RDI], addressing diverse challenges across various industries. The technology/ies offer innovative solutions in fields such as [describe fields, e.g., agriculture, healthcare, energy, etc.], with significant commercial potential in both domestic and global markets. However, their successful commercialization is contingent upon securing robust IP protection in key international markets.

**Problem or Opportunity:** The technology/ies included in this project address critical issues such as [briefly describe the problems or opportunities each technology addresses]. While these innovations have demonstrated local success, the lack of international IP protection restricts their potential for global expansion and exposes them to the risk of replication in foreign markets. There is a pressing need to capitalize on their market readiness by securing appropriate IP protection abroad.

**Project Objectives:** The main objectives of this project are to:

1. Conduct an IP audit and technology assessment of the identified technologies to determine their potential for international filings.



## ANNEX F - PROJECT PROPOSAL

2. File Patent Cooperation Treaty (PCT) and National Phase Entry (NPE) applications in strategically selected international markets for each technology.
3. Carry out necessary searches such as prior art, trademark, and freedom-to-operate (FTO) searches to ensure IP validity and clearance.
4. Develop initial commercialization strategies and market entry plans for each technology in target foreign markets.
5. Evaluate the IP portfolio of the technologies to support future licensing, partnerships, or foreign market penetration.

**Expected Outcomes:** At the conclusion of the project, we anticipate:

1. Successful international IP filings (patents and/or trademarks) for each technology in key foreign markets.
2. Comprehensive market entry strategies for the commercialization of these technologies internationally.
3. Strengthened global competitiveness through enhanced IP protection, opening pathways for potential licensing, collaborations, or joint ventures.
4. Increased IP valuation and investment potential for the technologies, facilitating strategic partnerships with international firms.
5. Better protection against IP infringement risks and a more favorable position for negotiating foreign market entry.

Through this project, [RDI/Institution Name] aims to maximize the commercialization potential of its technology/ies by securing international IP protection and developing strategic market entry approaches, thereby contributing to the innovation ecosystem in the Philippines.

### III. WORK PLAN

Present a timeline of activities to be completed during the project using a **Gantt Chart** or table format.

Activity	Timeline	Responsible Person(s)
IP Audit of technology portfolio	Month 1	[Name]
Prior art and Freedom to Operate (FTO) search	Month 2–3	[Name]
International filing assessment	Month 3	[Name]
Filing of International Applications (i.e.PCT/NPE/Trademark/Design)	Month 4–6	[Legal Counsel/Consultant]
Initial Business Model Canvas	Month 3–4	[Market Research Team]

## ANNEX F - PROJECT PROPOSAL

Activity	Timeline	Responsible Person(s)
Market research and commercialization planning	Month 4–6	[Market Intelligence Team]
Progress reporting to DOST-TAPI	Ongoing, Quarterly	[Project Manager]

### IV. DELIVERABLES

- **Deliverables:**
  - o IP Audit and Prior Art/FTO reports.
  - o Filed international IP application(s).
  - o Initial market research and intelligence reports.

### V. LINE ITEM BUDGET

Provided below is a detailed budget breakdown for the project.

Expense Item	Description	Quantity	Unit Cost (PHP)	Total Cost (PHP)
<b>1. Personnel Costs</b>				
Technical Personnel (PTS I)	Salary for one (1) technical personnel for 12 months	1	[Insert Rate]	[Insert Total]
<b>2. Professional Fees</b>				
IP Audit	Includes prior art and trademark search, technology assessment, and FTO search	[# of technologies]	[Insert Rate]	[Insert Total]
Trademark Search & Analysis/FTO search	For key countries of interest	[# of searches]	[Insert Rate]	[Insert Total]
IP Filing (PCT/NPE/Design/ Trademark)	International filing and post-filing costs	[# of filings]	[Insert Rate]	[Insert Total]



**ANNEX F - PROJECT PROPOSAL**

IP Valuation	For market assessment and commercial potential	[# of valuations]	[Insert Rate]	[Insert Total]
<b>3. Government Fees</b>				
PCT Filing Fees	International patent application	[# of filings]	[Insert Rate]	[Insert Total]
Madrid Filing Fees	International trademark application	[# of filings]	[Insert Rate]	[Insert Total]
National Phase Entry (NPE)/Trademark/ Design Fees	Filing fees in selected countries	[# of filings]	[Insert Rate]	[Insert Total]
Substantive Examination Fees	Request for substantive examination	[# of requests]	[Insert Rate]	[Insert Total]
<b>4. Other Expenses</b>				
Market Research and Commercialization Plan	Development of business model canvas and market research	[# of technologies]	[Insert Rate]	[Insert Total]
<b>TOTAL BUDGET (PHP)</b>				<b>[Insert Total]</b>

*Note: All costs are indicative and subject to the availability of funding and approval under E-IPRAP.*

I hereby certify the truth of the foregoing and have no unliquidated account or overdue obligation with TAPI, DOST and its attached agencies. Any willful omissions/false statement shall be a basis of disapproval and cancellation of the Project.

I hereby certify as well that I understood and agree with the process and requirements of this Program and that I shall abide by its evaluation requirements as well as its implementation requirements should my Request be granted by the DOST-TAPI.

**PREPARED BY:**

\_\_\_\_\_  
Signature over printed name, Designation  
Date Prepared: \_\_\_\_\_

**ANNEX F - PROJECT PROPOSAL**

**RECOMMENDED BY:**

\_\_\_\_\_  
Signature over printed name, Designation  
Date Prepared: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Signature over printed name, Designation  
Date Prepared: \_\_\_\_\_